

**for candidates and assessment participants:
Privacy Policy of Informed Assessment Ltd v2 18 FEB 2018**

Introduction

This document has been designed to assist your understanding of the information provided to us, how this information is processed and the purposes for which such processing is undertaken by Informed Assessment Ltd.

Informed Assessment Ltd of MBL House, 16 Edward Court, Altrincham Business Park, George Richards Way, Altrincham, Cheshire WA14 5GL is a data processor acting only in response to the instructions of its customers, who act as data controllers when seeking the assessment of candidates or participants for the purposes of recruitment, personal or team development. We also engage assessment exercise publishers who act as data sub-processors when providing the assessments and platforms which we use under licence.

What information about you do we process?

We process information about you which is necessary for the purposes of the provision of psychometric and related assessment and reporting services. The sale and provision of these services is governed by our standard terms and conditions. We may provide these services to you as a person (if you are sponsoring a self-assessment programme as part of your personal development), or, more often, to customers that have purchased our services. If you have been asked to participate in a psychometric or similar assessment by Informed Assessment, this will be because one of our customers has requested an assessment.

If either you, or a customer who has requested an assessment about you, we assume that you have given your informed consent.

If the customer provides any personal information to us or you participate in an assessment organised by a customer, the information you provide to us will be treated in accordance with this Privacy Policy, and other relevant UK Acts and regulations currently in force.

You may give us information directly by corresponding with us if you have any queries about an assessment, report a problem, request feedback or are sending an email to us.

You may give us information indirectly by completing one of the assessments of our sub-processors.

Information you give to us when using our website

The Enquiry Form on our website is designed primarily for organisations who may be wishing to sponsor an assessment of candidates or participants as a potential customer, but this could be used by you if, as a personal customer, you wish to explore our services for your personal or career development. If so, the information that you give to us when using our website may include your name, phone number, email address, and, only if using the office location finder facility, your postcode.

With regards to your visits to our website, we may in future automatically collect technical, traffic and usage data.

If you contact us, we may keep a record of that correspondence.

Information you give to us when participating in an assessment supplied by one of our assessment sub-processors

Customers may provide personal information about you in relation to assessments in which they would like you to participate. This may include your name, email address, telephone number, CV and other contact information.

Our customers, or we, may also ask if you have any adjustment requirements and we may request certification of any conditions so that we can best respond to your needs.

You may take part in assessments through the online platforms of our assessment sub-processors, or in a paper-and-pencil format as a candidate or a participant.

When you participate in assessments through our assessment sub-processors, you are an independent user of their systems and are filling in your own information. You can find out about how they use their data through their own privacy policies which will be made available to you when logging in / registering and / or before being asked to complete any assessments. If you have any queries about or experience any problems with accessing any privacy policies from our sub-processors, please contact Stewart Wright, Director, Informed Assessment via stewart.wright@informedassessment.co.uk

When you complete an assessment with one of our assessment sub-processors, we or they will ask you to provide responses that may constitute personal data. We categorise such data as follows:

- Candidate Identification data – such as your name, email address and other contact details
- Assessment data – which means your responses in assessments, which may include your motives, talents, aptitudes, competencies, interests and

observed behaviour in structured work-sample or other similar simulated assessments

- Research data – which means responses to your gender, age, cultural background, qualifications, work experience or details regarding work-related responsibilities or periods of employment.

In addition, our customers may occasionally provide us with:

- Employer-provided data – this may include resume information or a CV, for the specific purpose of identifying relevant or appropriate assessments.

Identification Data needs to be provided to help Informed Assessment coordinate your assessment, and for the assessment sub-processors to administer the assessments.

You should also be able to make amendments to your identification data (see the definition in the section above) held by our assessment sub-processors, depending upon how long they hold your data in accordance with their own data retention policies.

If you have any queries about how to amend your identification data, or experience any problems with this, please contact stewart.wright@informedassessment.co.uk

Research Data may include sensitive personal data (as defined in the UK Act or other current and relevant legislation or regulations). Research Data does not form part of the assessment and is only used for research purposes in appropriately aggregated and anonymised forms by the assessment sub-processors so that they can monitor their tests and questionnaires for fairness and maintain a high standard of assessment.

When an assessment asks you to provide Research Data, you will be asked for explicit consent to collect and process such information in a data protection notice and further information is provided at the point at which such information may be provided by you. You will have the opportunity to refuse or omit such Research Data. Your ability to complete an assessment will not be affected by your choice not to provide such research data, and nor will this choice affect your assessment results.

We take appropriate steps in the form of technical, administrative and physical security controls to protect your personal information. Any sensitive personal data will be treated securely by Informed Assessment in accordance with this Privacy Policy, the UK Act and other current and relevant legislation or regulations.

You are under no obligation, though, to complete assessments. If you do not wish to complete the assessments, please contact both your contact point in the

sponsoring organisation and Stewart Wright, Director, Informed Assessment via stewart.wright@informedassessment.co.uk

For what purposes do we process information about you?

We are committed to keeping your personal information confidential and secure. The personal data you supply to us is likely to differ depending upon whether you are a candidate / participant in an assessment sponsored by one of our customers, or if you are using (or considering to use) our assessments in a self-sponsoring way to support your personal or career development:

When using our website or ordering services as a customer

We will use information that you give to us in the course of providing services to you as a personal customer for the following reasons:

- To carry out our service obligations to you and to bill you for products and services provided
- To provide you with information about further assessment services that are similar to those that you have already purchased or enquired about
- To notify you of changes to our services.

Personal information provided by you in relation to each of your visits to our website may be used to better understand our website usage and to improve our website.

When participating in an assessment

We process Candidate Identification Data and Assessment Data provided in relation to your participation in assessments for the purposes of providing services to our customers. The assessment reports and services which we provide to our customers may be used by them for purposes which may include the selection and development of individuals in an employment or human resources context.

Your Assessment Data will not be shared with other customers / customers who did not sponsor your assessment.

We may also provide copies of the Assessment Data to our customers, subject to licensing conditions, for use by their own internal human resource departments or line managers. However, such customers are obliged to process such personal information in accordance with their own obligations under the UK Act, other data protection laws and other current regulations (as applicable) and our own terms and conditions. You will have rights with respect to the manner in which our customers process such personal information provided to them by us.

This may include processing this Assessment Data in order to:

- Identify your assessment and responses

- Assess your aptitudes, motives, competencies, strengths or preferred working styles
- Produce assessment reports for our customers who have requested that this assessment about you be made available to them.

Customers are entitled to use the personal information that we provide about you to them for their own purposes.

Informed Assessment does not initiate the processing of Research Data for research purposes, though our assessment sub-processors will analyse and assess areas such as gender, race and cultural background over the longer term in aggregated or anonymised forms. This is considered best practice and allows for assessments to be monitored for fairness in use.

Our assessment sub-processors may also process your personal information for the purposes of using and refining their assessment tools.

Marketing

As a candidate who has participated in an assessment

Informed Assessment does not send marketing communications to you as a candidate, nor do we ever sell or pass on candidate information to third parties who might use your data to sell you any products or services.

As a personal user / sponsor of our services for personal or career development

We do not engage in indiscriminate email or postal mailshots. However, we may occasionally contact you if you have provided us with your contact details as a customer or potential customer of our services, or if we have important organisational information to share with you about Informed Assessment.

If you are an existing or potential customer of our services, and you do not wish to receive any marketing communications from us that we may send to you from time to time, please let us know at any time by emailing stewart.wright@informedassessment.co.uk

To whom may we disclose information about you

Information about you will be disclosed to our customers in connection with the assessment(s) in which you have participated.

To facilitate the assessment process, information may also be passed to other associates, suppliers and organisations which could include:

- Providers of systems such as email services or enquiry response services
- Cloud-based services

- Human resource and other assessment service providers
- Accounting, auditing or professional advisory services.

We may also disclose your personal information to third parties in the event of:

- Our working as a business partner alongside other Consultants or organisations who are directly involved in the same project
- The sale of any part of our business or assets of our business, in which case we may disclose your personal data to the prospective buyer of the business or its assets, or to a joint venture or merger partner
- Our assets being acquired by a third party, at which point, personal information on customers or candidates / participants will be one of the transferred assets
- Our being under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions of service and other agreements, or to protect our rights, property or safety of those of our customers or others.

From whom do we receive information about you

We receive information that you submit to us, or complete for us, and we may receive information from our customers who may be a training provider, careers coach, HR services provider, employer or potential employer.

Third party contact details

As part of our assessment services, we may request that you volunteer contact details of a third party, for example, someone who can answer questions about your work in order to generate a 360-degree feedback report. You should inform any such third party that you intend to disclose this information and obtain their prior consent to such disclosure.

If we have contacted you as a result of your details being disclosed to us by a participant in our assessment process, we confirm that we will use that information and any subsequent information that you may submit to us in accordance with this Privacy Policy.

Website usage and cookies

A cookie is a small bit of information that is sent to your computer and is stored on your hard drive. Our website uses cookies to distinguish you from other users of our website. This helps us to provide a better user experience when you use our website.

Electronic communications

The transmission of information via the internet either by us or to us can never be completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your data transmitted to or from us via email or via the website. If you use electronic means to in order to transfer personal data to us, any such transmission is at your own risk. Once we have received your information, we will use procedures and security features to prevent unauthorised access.

Duration of personal data retention

Informed Assessment will generally keep data about you on our systems in a secure manner for as long as is necessary for the purposes (referred to above) for which we process that information. This is to allow us to fulfil legal, accounting or statutory requirements, and which also enable us to support your ongoing longer-term personal development, at a service sponsor's request, for a period of up to 3 years.

We may however destroy, delete or anonymise any information about you within this period as we consider appropriate from time to time and depending upon the nature or context of the assessment, or upon request from a customer, who, as data controller, sponsored your assessment process.

Deletion of personal data

We act as a processor on behalf of our customers. If you took an assessment at the request of one of our customers, we have assumed that this was done on the basis of your informed consent, as noted above.

If you would like to exercise any of your rights that you may have in relation to your personal data, including deletion of your data, please contact both stewart.wright@informedassessment.co.uk and the organisation who sponsored your assessment.

Access to and amendments of the information that we hold about you

You are entitled to know what personal information we hold about you, and which our assessment sub-processors hold about you. You may ask to make any necessary changes to ensure that your personal data is accurate and up to date, but this of course does not apply to your Assessment Data as defined above.

If you would like to verify the information that Informed Assessment holds about you, then please contact Stewart Wright, Director via stewart.wright@informedassessment.co.uk

Changes to our Privacy Policy



We may update this Privacy Policy from time to time. The updated Privacy Policy will be published on our website. You should refer to the Privacy Policy from time to time in order to keep yourself up to date with the regards to the way that we process your personal information.

Contact information

If you wish to contact us, please email Stewart Wright, Director at stewart.wright@informedassessment.co.uk